

**TOWN COUNCIL  
WORK SESSION MEETING**

Monday, December 2, 2019  
7:30 pm  
Municipal Building

**Agenda**

1. Call to Order
2. Roll Call of Council
3. Moment of Silence
4. Pledge of Allegiance to the Flag of the United States of America
5. Approval of Agenda
6. Consent Agenda
  - a. Approval of the Meeting Minutes (November 20, 2019)
7. Brief Speech by DBI FitzGerald
8. Public Period (limit 2 minutes for each speaker)
9. Report of Officers and Committees
  - I. Town Treasurer Report
  - II. Public Works Director Report
  - III. Circuit Rider
  - IV. Code Enforcement/Ombudsman Report & Police Chief
  - V. Town Administrator Report
  - VI. Council Report (Ward I; Ward II; Ward III)
  - VII. Mayor's Report
10. Legislation
11. New Business
12. Adjournment

**Town of Forest Heights  
Treasurer's Report  
December 2, 2019**

	Bank Acct Balance <u>12/1/19</u>	Quickbook Balance <u>11/30/19</u>	Quickbook Balance <u>11/30/18</u>
TD Bank General Fund	493,504.88	442,975.98	473,293.50
TD Bank Rainy Day Fund	157,132.40	157,132.40	154,132.40
TD Bank Speed Camera	2,676,321.15	2,676,321.15	2,605,448.63
TD Bank Municipal Money Market	213,664.59	213,664.59	213,364.59
	<u>3,540,623.02</u>	<u>3,490,094.12</u>	<u>3,446,239.12</u>

**General Fund Highlights:**

1. Real Estate Tax distribution - \$46,160.67
2. Local Income Tax distribution - \$61,866.77
3. Highway User distribution - \$12,220.26
4. Waste Rebate received - \$1,999.00
5. Personal Property Tax payments received:
  - Pepco - \$29,124.00
  - Verizon Communication Maryland - \$1,648.80
  - Verizon On-line - \$30.40
  - Century Link, Inc - 632.80

# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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November 29, 2019

### Town Appearance:

- Maintenance and up keep of the Community Park next to Henry's
- Daily Trash pickup on both sides of the town
- Monthly inspection of the Tot Lot
- Patching of potholes
- Reporting of Street light outages
- Leaf Pick up
- Cleaning storm drains and curbs of leaves and grass
- Cutting/removal of fallen trees
- Maintaining the Pet Waste Stations
- Monitoring of the Bigbelly Trash Compactors

### Town Infrastructure:

- **N. Huron Dr.**
  - In final contract negotiation with contractor Fort Myers.
- Pavement Corp will place a seal coat on the parking lot because of the patch, which will take place in early Spring of 2020).
- **Sachem Drive – Hill:**
  - Meeting on 11/15/19 with SHA District 3 Engineer about Sachem Drive hill and possible MOU. We are still unsure as to who the responsibility falls to for the repairing of the hill.
- DPW is in the process of researching/obtaining a Roadside Tree Care Blanket Permit for the town from DNR- Forest Service to be able to cut, trim trees in the town's ROW.
- DPW installed Bike Rack at the Gathering Park.
- Concrete foundations has been poured for the benches to be installed at the Gathering place the week of Dec. 2<sup>nd</sup>.
- Received a proposal from Choice Concrete for Cree Dr. in order to "Mill and Resurface".
- **Rolph Dr.**
  - Waiting on a start date from Stevens Maintenance to service the five tree boxes on Rolph Dr. and train DPW for future service.

### Building Infrastructure:

606 Modoc: Cease work is in place

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- POD to house donated furniture during 606 Modoc construction (on going)
- Temporary safety fence around house at 606 Modoc La. (on going).
- Received three proposals from Flooring and Tile distributors for new tile in the main lobby.
- Placed RFP on eMaryland Marketplace for rear parking lot (11/22/19)
- Pennoni inspected 606 for the winterization suggestions. (11/22/19)
- Energy Watch Dog Pro representative inspected building lights for upgrade
- Report water main break on Cree Dr. (fixed)

### Equipment Maintenance

- Need to replace Charging Station for electric cars. (looking into a possible grant to purchase the Charging Stations)
- BillyGoat Vacuum repaired
- The Linelazer 3900 Gas Airless Liner Striper has been purchased and delivered
- Checking all equipment for winter operations.

### Other Areas:

- Answering Resident Communication (numerous)
- Making/receiving phone calls, follow ups and meetings with contractors and vendors
- Calls in to PWD&T to cut/trim trees on Livingston Rd from Comanche Dr to Shawnee Dr. (pending)
- Calls in to PWD&T to repair pothole on Livingston Rd at Shawnee Dr. (pending)
- DPW part time position for Custodian has been filled. Mr. Carlos Dunkley started on 11/26/19
- Acquiring Erosion and Sediment Control Certification (Green Card and Yellow Card) from SHA and MDE



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Ongoing projects:

- Moving forward with the project management of the Tree Canopy Program (sponsored by Anacostia Watershed Society; led by Mr. Jim Foster). This grant pays for the planting of 25-200 trees in the town of Forest Heights. The program will pay for the purchase, planting and maintenance of the trees for three years. This program is used in conjunction with the Tree Canopy Program authored by the town of Forest Heights and falls within the purview of the Sustainable Communities Certification Program.
- MEA Weatherization Grant—this grant requires attention from both the Town Clerk and the Circuit Rider Manager. More household participation is required for this grant.
- Ongoing projects:
  - Stormwater Mitigation Grant: Mr. Linwood and myself met with Ms. Natalia Sanchez during the last week of September to discuss moving forward with the Stormwater Mitigation project. A subsequent meeting was held yesterday which included Ms. Maisie Hughes, an architectural landscape consultant. Ms. Hughes will be a member of the Chesapeake Bay Trust Stormwater mitigation project. The University of Maryland Environmental Finance Center along with MOST is spearheading this project. We are moving forward with the Forest Heights Stormwater action plan submitted by myself and Mr. Vaughn. Ninety percent of our time will be spent working on the grant offerings from Chesapeake Bay Trust, National Fish and Wildlife Foundation, Department of Natural Resources, Department of Housing and Community Development, and lastly Prince George's County CDBG program year 46.
- Department of Energy Municipal LED Street Light Program—Moving forward with the project management of the Energy Efficient Communities Program (EECP) grant; PEPCO is providing energy efficiency incentive funding, technical expertise, outreach and



education to local municipality and government customers. Forest Heights is looking to replace 285 street lights with LED fixtures.

- Talked to representatives from Maryland Smart Energy Committees (MSEC) (Michael Jones—MEA) and PEPCO (Robert Stewart—Manager, Smart Grid and Technology; PEPCO Holding) to discuss the costs associated with the installation of the first six lights (Town Hall parking lot (3 lights) and Arapahoe Drive (3 lights)).
- Talk with representatives of MEA and PEPCO (Tony Ruffin, Sr. External Affairs Specialist) regarding the purchase, installation and cost of electric vehicle charging stations.
- Census Grant: Completed several outreach programs: Forest Heights Day, National Night Out (in partnership with the Forest Heights Police Department), Hispanic Heritage Month, Forest Heights Census kickoff, and Thanksgiving Dinner giveaway (in partnership with the Forest Heights Police Department).  
Upcoming events:
  - 12/6: Town Tree Lighting
  - 12/11: Exercise Class Private Lunch
  - 12/14: Senior Gala
  - 12/21: Children's Holiday Party
- Continuing to work with the Town Administrator and the Public Works Director to identify additional streets and infrastructure that requires immediate repair for health and safety reasons. Three streets have been completed.
- Working with Housing Options & Planning Enterprises, Inc. (HOPE) on the Forest Heights Neighborhood Home Improvement Program. HOPE has submitted a grant; we are awaiting a decision. Forest Heights will partner with HOPE on this initiative.



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- Completed PY46 CDBG grant application for sidewalk construction on Seneca Drive. Grant has been submitted and we are now awaiting a response.

## CODE COMPLIANCE NOVEMBER 2019

Date	VIOLATION Type	Amount	Location
11/6/2019	BUILDING PERMIT	\$128.50	5610 Ottawa ST
11/6/2019	BUILDING PERMIT	\$99.75	5823 Ottawa ST
11/6/2019	BUILDING PERMIT	\$446.25	5529 Livingston RD
11/13/2019	BUILDING PERMIT	\$50.00	225 Seneca Dr
11/18/2019	BUSINESS LICENSE	\$200.00	5722 livingston RD
11/18/2019	CODE COMPLIANCE	\$375.00	214 Seneca Dr
11/25/2019	BUILDING PERMIT	\$286.00	103 Onondaga Dr
11/19/2019	RENTAL LICENSE	\$225.00	5511 Sachem Dr
11/19/2019	RENTAL LICENSE	\$225.00	5513 Sachem Dr
11/20/2019	COURT JUDGEMENTS	\$1,150.00	District Court
Total:		\$3,186.00	



TOWN OF FOREST HEIGHTS  
AUTOMATED SPEED ENFORCEMENT OMBUDSMAN  
November 2019  
Ombudsman Report  
Ronald B Govan

For the month of November, the Town of Forest Heights had

- 3 Cancel Citation
- 7 Late fee requests
- 4 Transfer of liability
- 3 Late fee dismissal
- 13 Flag release

# FOREST HEIGHTSPOLICE DEPARTMENT NOVEMBER REPORT

Incident Type	Total
911 DISCONNECT	14
ACCIDENT	12
ANIMAL COMPLAINT	1
ARMED PERSON	1
ASSIST	1
ASSIST FIRE EMS	2
CHECK WELFARE	5
CHECK WELFARE COMBINED	8
DEPT ACCIDENT PD COMBINED	1
DISORDERLY	11
DOMESTIC	5
DWI DRIVER	1
FAMILY DISPUTE	2
FIGHT	1
FOUND	1
FRAUD	1
HIT AND RUN	2
LOUD MUSIC COMPLAINT	2
MISC POLICE INCIDENT	8
MISSING PERSON	1
NOISE COMPLAINT	1
OPEN DOOR WINDOW	1
PREMISE CHECK	57
RESIDENTIAL ALARM	3
RESIDENTIAL PANIC ALARM	1
SCHOOL ALARM	1
SUBJECT STOP	9
SUSPICIOUS AUTO	3
SUSPICIOUS OCC AUTO	11
SUSPICIOUS PERSON	3
THEFT FROM AUTO	1
THEFT J O	2
THEFT REPORT	2
TRAFFIC COMPLAINT	4
TRAFFIC HAZARD	1
UNKNOWN TROUBLE	9
VANDALISM	2
VEHICLE ACCIDENT COMBINED	1
<b>Total Calls --&gt;</b>	<b>192</b>

Fortitude Honor Peacemaker Devoted

## STATISTICAL REPORT

State Traffic Citations - 276

State Equipment Repair Orders - 5

Parking Citations Issued - 5

Arrest - 12

Impounds - 47

Citation Fees : \$3,096.00

### **New Town Employee**

On November 27<sup>th</sup>, **Carlos Dunkley** began work as the new part-time Custodian with the Department of Public Works. Mr. Dunkley will work approximately 20 hours each week and provide much needed support and daily maintenance in the Town Hall building.

Carlos has many years of experience in this field and is also currently employed as a night leave custodian supervisor with the Prince Georges' County Public School System. He is a resident of the Town of Forest Heights and resides on Woodland Drive. He will be an integral member of the team!

### **Asbestos Removal from Town Hall Building Floor Tile**

As previously reported to the Town Council, in preparation for the installation of new Town Hall building security measures, it was discovered that the existing floor tile in certain areas of the first floor contain asbestos. The Town has hired Envirotech to conduct the initial testing and perform the abatement of asbestos, which will take place on **December 16<sup>th</sup>**. The actual abatement activity is scheduled to take place on that day and will consist of the floor tile in the building lobby being removed and disposed of using certified and legally required protocol. Consequently, the Town Hall building is scheduled to be closed on December 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> to allow for dust and other debris to settle before the staff moves back in.

Most of the staff will be required to work from home during this time period. Department managers will work out the specifics of this arrangement with each of their employees to ensure no aspects of Town services are interrupted.

Notice of the building closure will be included in this month's Newsletter and on the Town Government website.

*Town Council Work Session Report For 12.2.19 (Town Administrator)*